# CHANGE PAGE BACKGROUND COLOR

When working with the Notebook software, it is possible to change the color of the background of a selected page. When the background color is changed, the objects on the page are not affected. To change the background color:

✝ Press **Format** on the **Menu Bar**.

✝ Move the mouse pointer over **Page**.

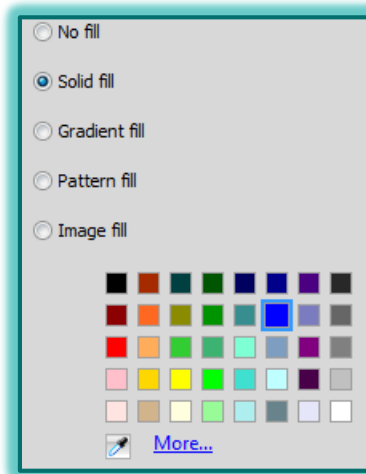✝ Select **Set Background Fill**.

<div align="center">or</div>

✝ Click the **Properties** button on the left side of the window (see illustration below left).

✝ The **Fill Effects Task Pane** will appear (see illustration below right).
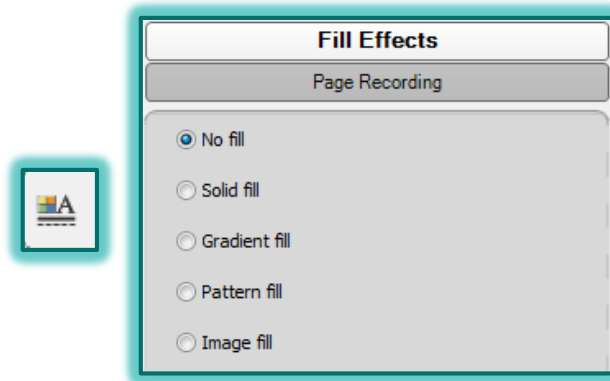
SOLID COLOR

✝ Click the **Solid Fill** option button, if necessary.

✝ Select a color from the palette that will be used for the background (see illustration below).

✝ To define a custom color or to select from a gallery of additional colors, press the **More** button at the bottom of the palette.

✝ The page background will be changed to the selected color.

GRADIENT FILL

✝ Click the **Gradient Fill** option button.

✝ The **Gradient Fill** gallery of colors will appear in the **Task Pane** (see illustration next page left).

- ✞ Select colors from the **Color One** and **Color Two** palettes.
- ✞ To define custom colors or to select from a gallery of additional colors, press the **More** button at the bottom of each palette.
- ✞ Click the **Style** list arrow to select from **Horizontal**, **Vertical**, **Forward Diagonal**, or **Backward Diagonal**.
- ✞ The background color will change each time a color is selected.
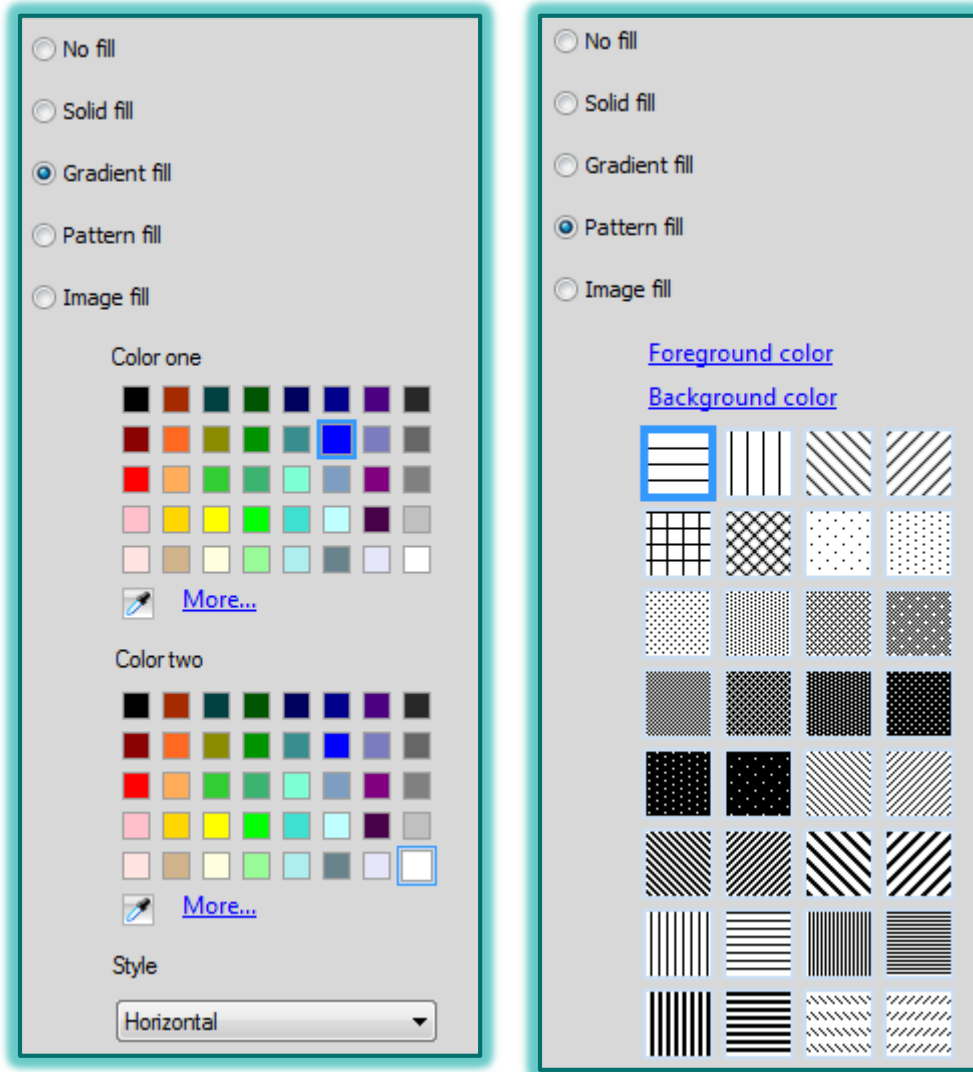
PATTERN FILL
- ✞ Click the **Pattern Fill** option button.
- ✞ The **Pattern Fill** gallery of patterns will display (see illustration above right).
- ✞ Click one of the patterns to select it.
- ✞ To select a color for the pattern, click either **Foreground Color** or **Background Color**.
- ✞ The **Color** dialog box will display.
- ✞ Select a color from the gallery of colors.
- ✞ Click the **OK** button.

IMAGE FILL

✠ Click the **Image Fill** option button.
✠ The **Fill Effects-Image Fill Task Pane** will display (see illustration below left).
✠ Click the **Browse** link to select a picture from a file.
✠ The **Insert Image File** dialog box will appear (see illustration below right).
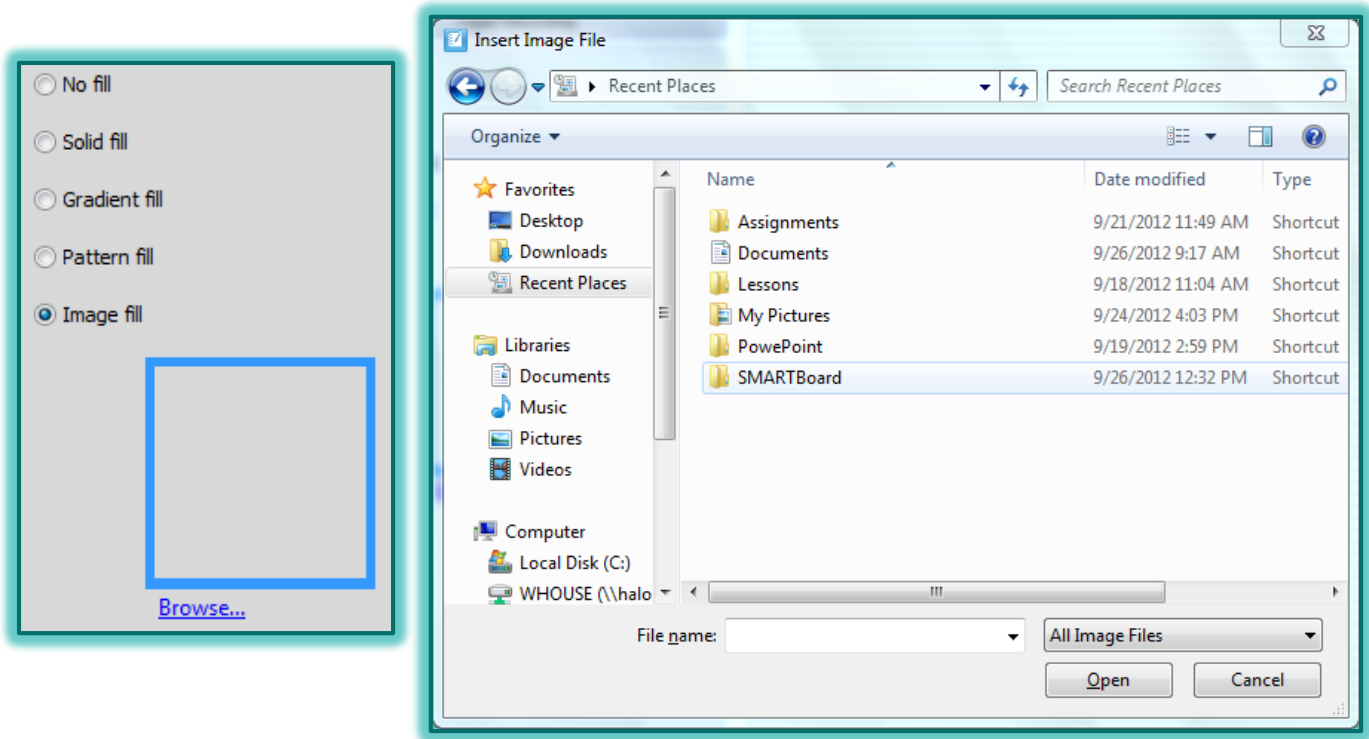
✠ Navigate to the folder where the picture is stored.
✠ Click the picture that is to be inserted.
✠ Click the **Open** button.
✠ The picture will appear as the background for the page.
✠ The picture may tile on the page or it may fill the whole page.